



GRACE MGMT INC.
A CPF LIVING COMPANY

UKG WELCOME GUIDE

UKG on a Desktop/Laptop

Use this link to get to the Welcome page - <https://n12.ultipro.com>

- Recommended browsers: Google Chrome or Microsoft Edge

Your username will start with “GMAN” in all caps, followed by your 6-digit UKG employee ID number which the person who onboarded you will provide.

- GMAN _____

Your initial password is your birthdate in this form: MMDDYYYY

- Example- January 1, 2023 would be 01012023

You will be asked to set up three security questions and an 8-character password.

It is easiest if you use a desktop or laptop computer to sign in for the first time and set up your security questions and password.

Mobile App Instructions

Step 1 - Install the App



Go to the Apple App Store or Google Play Store on your mobile device and download the UKG Pro Mobile App.



iPhone



Android

Step 2 - Enter the Company Access Code

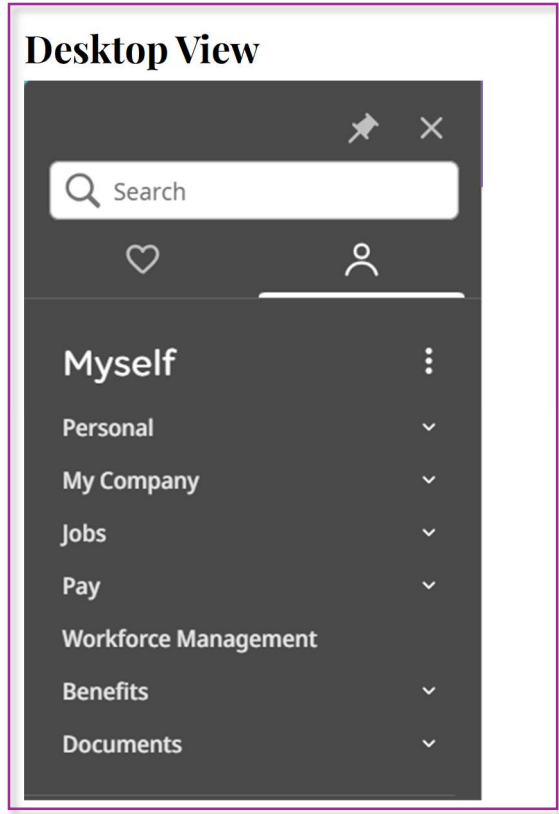
Company Access Code (be sure to capitalize only the ‘G’): Grace

Step 3 - Sign In

Enter the username and password you use to log in to this site.



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Personal:

- Name, Address, Telephone
- Emergency Contact

My Company:

- News & Information
 - Important Company Notices
 - Benefit information
 - EAP Information
- Company Info
 - Associate Handbook
 - UKG Wallet Pay
 - Relias, KUDOS & Empower Links
 - Associate Reporting Hotline

Jobs:

- Job Summary

Pay:

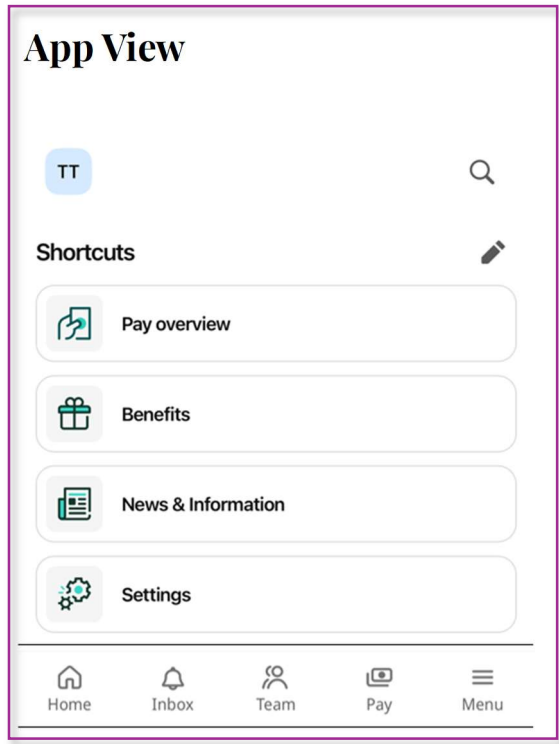
- Pay Statements
- Direct Deposit
- Income Tax (W-4)
- W-2

Workforce Management:

- Time Off Requests

Benefits:

- Manage My Benefits
 - Enroll in benefits and view benefit information



(Some features are only available on the desktop version.)